

AGENCY			
CYCLE		SYSTEM	
PREPARED BY			

6.2.4.3.7	Investments and Securities	Effective Date:	July 1, 1991
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		YES	NO	N/A
6.2.4.3.7.a	Is the authority to purchase, exchange, or sell investments and securities clearly defined?			
6.2.4.3.7.b	Is the custodian of securities not authorized to purchase, exchange, or sell securities?			
6.2.4.3.7.c	Are securities kept in a safe deposit box, safe, or vault?			
6.2.4.3.7.d	Are combinations and keys to these security devices restricted to a limited number of people and changed when employees rotate or leave their jobs?			
6.2.4.3.7.e	Does access to securities require the presence of at least two designated officers?			
6.2.4.3.7.f	Are safe or vault contents inventoried at least monthly?			
6.2.4.3.7.g	Are detailed records of all investments and securities maintained by the accounting department and the custodian?			
6.2.4.3.7.h	Are employees which handle and have access to securities closely supervised or reviewed by other employees?			
6.2.4.3.7.i	Are periodic checks made to verify that all income due on investments has been received?			
6.2.4.3.7.j	Are periodic evaluations of the performance of investment portfolios performed by authorized personnel independent of investment portfolio management activities?			